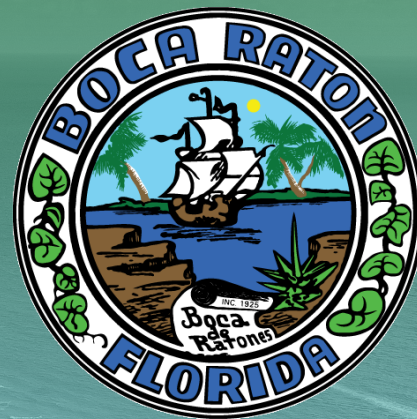




CITY ATTORNEY

CITY OF BOCA RATON, FLORIDA

MGT



THE COMMUNITY

The City of Boca Raton, FL, is seeking a City Attorney to join its leadership team. Boca Raton is the second largest city in Palm Beach County, serving over 100,000 residents and 14,000 businesses. This Atlantic coast city is a thriving part of south Florida's "Gold Coast," offering world class entertainment, dining and luxury shopping. The sub-tropical climate allows an active lifestyle with year-round enjoyment of the coastline, intracoastal waterway, 49 parks, private and municipal golf courses, and lakes. In 2025, Boca Raton will be celebrating its centennial and rich heritage as a city.

Boca Raton's business community hosts 30+ corporate headquarters. The supporting transportation network is a well connected infrastructure system including major highways, Brightline rail service, an executive airport, and three nearby international commercial airports. Educational opportunities include three nationally ranked universities and A rated K-12 schools.

The vision for Boca Raton is a beautiful, prosperous, safe and vibrant community, where modern amenities and innovation embrace charming neighborhoods. A strong economy is enriched by exceptional recreational and cultural offerings. City government provides a full range of services in support of this vision, including public safety, municipal services, recreation, utilities, development services, economic development, and internal administrative support operations. All City functions are guided by strategic planning which has a five year horizon and is updated annually to provide the road map to the city vision. Among the strategies are prioritized project goals with defined ownership teams to pursue them. The City Attorney participates in strategic planning and is integral to the plan's development and implementation.

STRATEGIC FOCUS AREAS

OUR MISSION

Boca Raton: A world-class community where modern amenities and innovation embrace safe, beautiful, charming neighborhoods and a vibrant economy, enriched by exceptional recreational and cultural offerings.

OUR VISION

To responsibly provide outstanding services to enhance our unique quality of life.

OUR VALUES

Fairness We treat everyone with equality and compassion

Integrity We demonstrate honesty and the highest level of ethical behavior

Respect We value diversity and differing viewpoints

Service We are committed to excellence

Trust Others believe in us as a result of our actions

Community Safety We create and service an environment that is desirable to live in and promotes health and well-being in our community. Achieving safety means resilient and reliable public safety services with a strong focus to protect and serve individuals, neighborhoods, businesses and our entire community

Financially Sound A financially sound city exemplifies stability and fiscal stewardship through responsible management and sustainable practices. It operates cost effectively, ensuring diverse revenue streams and strategic investments that support long-term prosperity and resilience.

Vibrant Economy Economic vibrancy focuses on fostering a strong economy that supports living and working in the City. We adapt to changing circumstances and challenges, ensuring continued growth and stability for the community over time. Strategic economic focus promotes jobs and economic opportunities safeguarding the City's economic health for future generations and leverages business development opportunities.

Quality of Life Quality of life and bodies a holistic approach to community well-being, encompassing health, livability, and sustainability. We value our community's history and envision a positive future. We thrive on a sense of community, fostering family-friendly neighborhoods. We encourage community collaboration and embrace environmental stewardship. With beautiful destinations like beaches and parks, we are a desirable destination where people can live, learn, work, and play.

World Class Services World-class service emphasizes reliability, innovation and excellence in service delivery, supported by a robust and resilient community infrastructure. Achieving this level of service involves collaborative partnerships, active civic engagement, transparent communication, and measurable outcomes while anticipating the evolving needs of the community with efficiency and effectiveness.

Transportation & Mobility Transportation and mobility require reliable infrastructure, seamless connectivity, consistency, and ease of travel. Efficiency and accessibility are key, ensuring that transportation networks are well-connected, while functioning as hubs that promote community, social activity, and commerce. Our transportation systems are inclusive and effectively serve the diverse needs of the community fostering connectivity and enhancing overall quality of life.

Growth Management Growth management embraces principles of smart growth and responsible management. Proactive growth management promotes long-term community livability while safeguarding and preserving our assets, natural resources, and community character. Through thoughtful planning, growth management balances the needs of present and future generations, fostering a vibrant, resilient, and livable community.



GOVERNANCE AND ORGANIZATION

The Boca Raton City Charter establishes a council / manager form of government with a five member governing body. The Mayor and City Council members are elected at-large to designated seats on a non-partisan basis. The City Council and Mayor's terms are three years, staggered, and limited to two consecutive terms. The Mayor and Council determine legislative policy. The City Manager and the City Attorney are appointed by the Council. The City Manager appoints city employees and is responsible for department operations and programs. The 1,800 city employees are a diverse and valued workforce that seeks to provide the highest level of customer service and quality of life for all constituents.

The City's proposed budget for FY 2024-25 is \$785,260,000 for operations and capital. The proposed total millage rate of \$3.6782 is one of the lowest for a full-service city in Florida.

The City provides a full range of municipal services including public safety, an extensive recreation program, public works and engineering, and utility services for water and wastewater. The City's development services provides planning, zoning, building permit and inspection services and administers the Community Development Block Grants. General administrative services support all City operations, programs and infrastructure systems.





LEGAL DEPARTMENT DUTIES

Serving as the Department Head for the legal department, the City Attorney manages two Deputy City Attorneys, two Assistant City Attorneys, one Legal Office Manager and one Legal Administrative Assistant. [View Organizational Chart](#). The City Attorney oversees a budget of approximately \$2 million and supervises all outside counsel. The City Attorney shall have the powers, duties and responsibilities to:

- serve as legal advisor to the City Council and City Manager
- advise department heads and city boards through the office of the City Manager
- serve as attorney of record in all civil suits, actions and legal proceedings wherein the City, City council City Manager, departments, boards, or City officials or employees are parties in their official capacity.
- institute and prosecute all eminent domain proceedings and other civil suits, actions and legal proceedings as authorized by the City Council.
- defend civil suits, actions and legal proceedings brought against the City
- prosecute or oversee prosecution of ordinance violations cases
- render legal opinions requested by the City Council or City Manager relating to City government and the interpretation, construction and meaning of the Charter, statutes, ordinances, resolutions and contracts affecting or pertaining to City government
- prepare or approve City ordinances, resolutions, deeds, contracts and other legal instruments
- attend regular and special meetings of the City Council
- accept service of process in any action against the City
- negotiate the settlement of claims, debts, demands or causes of action subject to approval of the City Council
- employ special counsel for specific assignments or City board representation as deemed appropriate
- perform such duties, powers and responsibilities as assigned by the City Council or ordinance

EXECUTIVE TEAM COLLABORATION

As a pivotal member of the Executive Team, the City Attorney plays a crucial role in shaping the strategic direction of the City. The responsibilities include:

- **Strategic Collaboration:** Collaborate closely with the Executive Team to develop and refine the City's Strategic Plan, ensuring alignment with long-term goals.
- **Partnership with Leadership:** Partner with the City Council and senior management to identify and implement goals and strategies that advance the City's Strategic Plan.
- **Legal Department Leadership:** Regularly review and enhance the structure, policies, and procedures of the legal department, including oversight of contracts with outside counsel, to ensure best practices for proactive and efficient legal representation.
- **Broad Perspective:** Contribute a comprehensive viewpoint to Executive Team discussions, integrating a wide range of stakeholder interests and community perspectives.
- **Strategic Project Participation:** Serve as an active team member on ownership teams for designated strategic projects, contributing legal expertise and strategic insights.
- **Risk Communication:** Educate and guide City Council by clearly communicating the risks and benefits of proposed actions, aiding informed decision-making.
- **Consensus Building:** Facilitate consensus and problem-solving by presenting various options and alternatives that support the City's goals and priorities.
- **Department Management:** Lead the legal department in alignment with City Council priorities, ensuring that legal activities and initiatives are consistent with broader city objectives.
- **Council Updates:** Provide regular updates to the City Council regarding legal department activities, challenges, and successes.
- **Regulatory Framework Development:** Play a key role in identifying and shaping the regulatory framework for new developments, redevelopment projects, and Community Redevelopment Agency initiatives that align with and promote the Strategic Plan.

This role requires a dynamic and forward-thinking individual who can navigate complex legal and strategic landscapes while fostering collaboration and innovation within the City's leadership team.





POSITION REQUIREMENTS

This position requires a Juris Doctorate from an accredited college or university, membership in good standing of the Florida Bar Association, and membership in the American Bar Association or the National Bar Association. Candidate shall have a minimum of ten (10) years of progressively responsible legal experience, including five years government practice and five years supervisory and/or management experience.

IDEAL CANDIDATE

- The ideal candidate for the City Attorney position will possess a deep and diverse understanding of Florida local government legal issues. They will have significant experience working alongside the business community, demonstrating the ability to navigate complex legal landscapes while building and maintaining strong collaborative relationships with City officials, staff, and a wide range of external stakeholders. Their approach to communication will be clear and direct, enabling them to effectively convey legal concerns, constraints, and risks, thereby guiding informed decision-making.
- Particular expertise in development and redevelopment activities is essential. This individual will have a proven track record in identifying and leveraging opportunities for funding, as well as fostering public/private partnerships that drive community growth and innovation.
- Transparency and the ability to articulate complex legal situations in a manner that is accessible to diverse audiences—both internal and external—will be hallmarks of this candidate’s communication style. This individual will ensure that all relevant parties are well-informed, promoting an environment of trust and clarity in every aspect of their role.
- The ideal candidate will be a strategic thinker, adept at balancing the demands of legal rigor with the practicalities of municipal governance, and committed to advancing the City’s goals through informed, ethical, and collaborative leadership.

COMPENSATION AND BENEFITS

- The City of Boca Raton is offering a salary range starting at \$250,000, depending on qualifications and experience.
- Retirement plan options are available for either a defined contribution 401(a) plan or a defined benefit pension plan.
- The executive benefits package includes comprehensive healthcare for single and dependent coverage, generous leave program with sell back opportunities, and professional growth opportunities.



APPLICATION PROCESS

Interested candidates should apply online @ www.GovHRjobs.com, with a resume, cover letter and contact information for five professional references by October 4, 2024.

Confidential inquiries may be directed to Jim Dinneen, MGT Approved Independent Executive Recruiter, (386) 846-2612.

Prior to the public in-person interviews of finalists, individual City Council members have the option to conduct individual phone interviews and/or personal face to face interviews with candidates and may exercise that option.



RESOURCES

Links: www.myboca.us

[City Annual Comprehensive Financial Report 9/30/23](#)

[Strategic Plan 2024 - 2029](#)

[City Budget FY 2024 - 25](#)

[City Organizational Chart](#)

[Legal Department Organizational Chart](#)

www.BusinessBoca.com

www.bocaratonchamber.com



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The City of Boca Raton is an Equal Opportunity Employer and observes all applicable State of Florida Sunshine Laws.